

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Office of Emergency Services	(2) MEETING DATE 8/6/2013	(3) CONTACT/PHONE Ron Alsop 781-5011	
(4) SUBJECT Request for approval to apply for federal fiscal year 2013 Emergency Management Performance Grant and approval of related grant documents			
(5) RECOMMENDED ACTION It is recommended that the Board: 1) Approve the Office of Emergency Services' (OES) request to apply for the federal fiscal year 2013 Emergency Management Performance Grant; 2) Approve the required "FY 13 Emergency Management Performance Grant Agreement Articles, Assurances, Certifications, Terms and Conditions" document; 3) Approve the related Governing Body Resolution.			
(6) FUNDING SOURCE(S) Federal grant, nuclear power plant emergency preparedness funds, and General Fund	(7) CURRENT YEAR FINANCIAL IMPACT \$360,800.00 (\$117,888 General Fund)	(8) ANNUAL FINANCIAL IMPACT \$360,800.00	(9) BUDGETED? Yes (partially, \$235,780 is budgeted, including all required General Fund costs)
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A <i>Note: The resolution is a state formatted document</i>			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW			
(18) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Office of Emergency Services / Ron Alsop
781-5011

DATE: 8/6/2013

SUBJECT: Request for approval to apply for federal fiscal year 2013 Emergency Management Performance Grant and approval of related grant documents

RECOMMENDATION

It is recommended that the Board: 1) Approve the Office of Emergency Services' (OES) request to apply for the federal fiscal year 2013 Emergency Management Performance Grant; 2) Approve the required "FY 13 Emergency Management Performance Grant Agreement Articles, Assurances, Certifications, Terms and Conditions" document; 3) Approve the related Governing Body Resolution.

DISCUSSION

The Federal Emergency Management Agency (FEMA) funds an annual program titled Emergency Management Performance Grant (EMPG), which allows the county to obtain financial assistance to offset the costs of certain ongoing emergency planning and preparedness activities. EMPG has been a long standing emergency management funding assistance program and the county has received annual funding through EMPG for at least 25 years. EMPG funds are budgeted annually as revenue by OES (Fund Center 138) and are used to match and offset 50% of salary and supply costs for general emergency management planning and readiness efforts.

This request is for approval to apply for the federal fiscal year 2013 EMPG. Such approval, of both the request to apply for the grant and to approve the "FY 13 Emergency Management Performance Grant Agreement Articles, Assurances, Certifications, Terms and Conditions" document will be accomplished simply by approving this agenda item. The Grant Assurances document may then be signed by staff. Once the grant is awarded, OES will come back to the Board requesting permission to accept the grant and at that time request approval for any budget adjustments.

Another requirement of the EMPG, as well as other grants and funding programs processed through the Governor's Office of Emergency Services (Cal OES) is to have a "Governing Body Resolution" on file with Cal OES listing the name or position title of employees (referred to as Authorized Agents) authorized to sign grant and related documents on behalf of the county. This document includes authorization for federal financial assistance provided by the Department of Homeland Security (the FEMA parent agency) and thus is also good for other related grant use when required.

The following titles are listed as the County's Authorized Agents on the previous Governing Body Resolution: County Administrative Officer or Assistant County Administrative Officer or Principal Administrative Analyst or Emergency Services Manager or Emergency Services Coordinator. Emergency Services Manager is the working title of the Principal Administrative Analyst who supervises the Emergency Services division of the Administrative Office.

The current request for the new Governing Body Resolution is for the Authorized Agents to be County Administrative Officer or Principal Administrative Analyst or Emergency Services Manager or Emergency Services Coordinator.

The primary uses of these funds have traditionally been to offset ongoing salary costs and for the use of various supplies and

equipment. As such, and since this is a long standing annual funding program, \$117,888 has been budgeted as revenue into the OES budget for FY 2013-2014, along with the associated costs.

At the time of the county's budget adoption it was anticipated the EMPG funding would be cut at the federal level. When the EMPG FY 2013 grant amounts were announced in June, the allocation for us was not reduced and is \$180,401, which is consistent with the \$179,876 in funding awarded for FY 2012. The \$180,400 is \$62,512 more than anticipated.

The already budgeted and approved \$117,888 is for \$102,262 to offset salary costs for existing OES staff and \$15,626 to offset equipment, primarily portable devices that use satellite service to provide Wi-Fi, phone and text messaging when communications are down or for use in remote areas. This is part of our ongoing process in OES to have alternate facilities for the Emergency Operations Center (EOC) single fixed location for use during emergencies.

While OES will come back to the Board for permission to accept the grant when it is awarded, the following information lists what is anticipated to be requested for the additional funding of \$62,512. The proposed expenditures and uses, which will be 50% matched with nuclear power plant emergency preparedness funding for a total of \$125,024, also are consistent with both the above noted and needed enhancements to the existing EOC and to provide supplies for alternate EOC locations and for public education and preparedness efforts. Specifically, if approved by Cal OES, the additional EMPG funds are anticipated to be budgeted to be used for the following (note the below dollar amounts are for the EMPG grant funding only and will be matched with an equal amount of nuclear power plant emergency planning funds):

- 50% offset the costs of an existing temp help Emergency Services Coordinator and to partially offset other existing OES staff for work that includes enhancing and placing in service the emergency management software system (WebEOC) used by local agencies countywide including the county, cities and special districts; and work on development of an alternate Emergency Operations Center, as well as other support work: \$18,912.
- Offset the ongoing annual cost of WebEOC vendor provided hosting and support: \$9,000.
- About \$9,000 is requested to be used to offset costs related to increasing our public education and awareness, including development of a public information campaign regarding a new cell phone emergency notification process, enhanced public information on alternate information sources for emergency information including social media, and additional public education through working in coordination with the statewide efforts;
- 50% offset the costs of additional large screen monitors to display WebEOC and other information during drills and emergencies at the EOC and new large video screen monitors for alternate EOC use, approximately 16 total, for about \$12,000;
- 50% offset for portable rugged lap tops (heavy duty lap tops for use in the field and alternate EOCs), about five total laptops, for a total of about \$4,250;
- Updated satellite phones and new related systems and supplies to replace and enhance older phones and systems for about \$9,350 from the grant funds.

Should costs run under or otherwise funds cannot be used for the above, there may be minor variances in supplies purchased.

Should the Board choose not to approve acceptance of the additional \$62,512 from these grant funds, an alternative can be to approve applying for the grant - or once the grant is awarded to only accept the amount already budgeted and adopted for County FY 2013-14, which is the \$117,888. In that case, OES would only accept that amount of the grant and release the additional award of \$62,512 back to the state. Cal OES would then redistribute the funds to other counties or back to the state itself.

OTHER AGENCY INVOLVEMENT/IMPACT

Other agencies involved include Cal OES and the Federal Emergency Management Agency. County Counsel assisted with reviewing the "FY 13 Emergency Management Performance Grant Agreement Articles, Assurances, Certifications, Terms, and Conditions" document and the state formatted Governing Body Resolution.

FINANCIAL CONSIDERATIONS

EMPG funds, as in past years, match 50% of certain emergency management and planning tasks performed by the county. Thus the \$180,400 grant award requires a match of \$180,400, for a total current fiscal year impact of \$360,800.

However, since the General Fund already provides funding for general emergency management support for OES, the cost of the match would be a General Fund cost whether the grant is received or not; the General Fund projected cost of \$117,888 in matching funds is already budgeted in the OES FY 2013-2014 budget. The remaining \$62,400 will be matched with existing nuclear power plant emergency preparedness funds passed through the state.

Since the General Fund support matching funds of \$117,888 is already included in the adopted FY 2013-2014 County budget for OES as general emergency management support costs, there is no additional cost to the General Fund to receive this grant.

When the grant is awarded, OES will return to the Board with any necessary budget adjustment requests.

RESULTS

Receipt and use of these funds enhances the county's continued ability to develop and maintain effective emergency plans and procedures, which in turn results in a coordinated response to disasters by public and related agencies. This coordinated response ensures that OES meets the communitywide goal of a safe community.

ATTACHMENTS

1. Clerk's file – FY 13 Emergency Management Performance Grant Agreement Articles, Assurances, Certifications, Terms and Conditions" document
2. Governing Body Resolution: Authorized Agents